
OFFICIAL BID PACKAGE

BUP REARICK PARK PREFABRICATED
CONCRETE FLUSH TOILET
RESTROOM FACILITY

Bid Opening: August 29, 2013

The City of Canton Parks Department

LEGAL NOTICE

Ordinance 136-2013

The Director of Public Service of the City of Canton, Ohio will accept sealed bids until 2:00PM, Local Time on **Thursday, August 29, 2013**, for the purpose of securing bids for a,

Prefabricated Concrete Flush Toilet Building

Submit bid according to the specifications and bid sheet(s) shown on the website at <http://cantonohio.gov/purchasing/?pg=bids>.

Submit all bids to the City of Canton Purchasing Department, 218 Cleveland Avenue SW, Purchasing Department/ Sixth Floor, Canton, Ohio 44702 before 2:00 p.m. on the day of the bid opening. THE CITY WILL DISQUALIFY ANY BID NOT RECEIVED ON OR BEFORE 2:00 PM ON **THURSDAY, AUGUST 29, 2013**. The Sixth Floor Conference Room of Canton City Hall is the location for the Bid Opening. Contact Randy Dublikar at (330) 438-4185 or randall.dublikar@cantonohio.gov if you have any questions.

Each bid must contain the full name of every person or company participating in the bid. A CERTIFIED CHECK, CASHIER'S CHECK or SURETY BOND must accompany the bid. Draw this check or bond from a solvent bank or bonding company satisfactory to the Director of Public Service as a guarantee the contract and its performance are properly secured if the bid is accepted.

The Bidder shall verify the CERTIFIED CHECK, CASHIER'S CHECK or BID BOND for **FIVE HUNDRED (\$500.00) DOLLARS**. PLEASE NOTE THE CITY OF CANTON WILL ONLY ACCEPT ORIGINAL CHECKS AND BID BONDS. THEREFORE, IF ANY COMPANY AND/OR BIDDER SUBMITS A COPY (INCLUDING FAXED COPIES) OF HIS/HER \$500.00 SECURITY, THE CITY WILL DISQUALIFY THE BID.

The Director of Public Service reserves the right to waive any technical defects in any bid bond submitted so long as the bond is in substantial compliance with State law. Any bidder may withdraw his bid, by written request, at any time prior to the hour set for the bid opening. Please be advised, the City of Canton may impose a \$500.00 penalty to any bidder that withdraws his bid after the bid opening and prior to a contract award(s).

Should any bid be rejected, such check or bond will be returned to the bidder or bidders within ten (10) days after the contract is awarded, and should any bid be accepted, such check or bond will be returned upon execution and securing of contract.

The Board of Control reserves the right to reject any or all bids and to accept the bid(s) deemed most beneficial to the City of Canton. All companies must submit their Federal ID Number. The bidder is responsible to monitor the city website for any last minute changes.

BY ORDER OF THE DIRECTOR OF PUBLIC SERVICE WILLIAM BARTOS
PUBLISHED IN THE CANTON REPOSITORY: August 14 and 21, 2013

ATTENTION

PLEASE BE ADVISED THAT THIS CONTRACT WILL BE FOR AN IMMEDIATE ONE-TIME PURCHASE AND INSTALLATION.

EACH BIDDER MUST SUBMIT AN "AFFIRMATIVE ACTION PLAN" AND/OR "EEO POLICY." BIDDER MUST READ ALL EEO AND MBE REQUIREMENTS. PLEASE SUBMIT A REQUEST FOR WAIVER ON COMPANY LETTERHEAD IF YOU DO NOT HAVE OPPORTUNITY TO SUBCONTRACT ANY WORK. ENCLOSE THE COMPANY EEO POLICY. IF THE COMPANY DOES NOT HAVE A FORMAL EEO POLICY, PLEASE COMPLETE THE EEO POLICY STATEMENT INCLUDED IN THIS BID PACKAGE.

The undersigned agrees to furnish and install one (1) prefabricated concrete flush toilet building to the City of Canton Parks Department per the attached specifications. Prices shall be that as quoted in the bid and in accordance with the terms and conditions of the contract.

EACH BIDDER MUST SUBMIT THEIR FEDERAL ID NUMBER FOR IRS PURPOSES.

The bidder must print this entire package and submit in its entirety. The City requires that the bidder submits three copies.

PLEASE ACKNOWLEDGE THAT YOU HAVE READ THE ABOVE REQUIREMENTS BY SIGNING BELOW.

DATE

SIGNATURE

**Bup Rearick Park Restroom Facility
City of Canton Parks Department**

SPECIFICATIONS

1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** The City of Canton, Parks Department, is seeking the immediate purchase of a **Prefabricated Concrete Flush Toilet Building**. The building will be delivered, upon execution of the contract, to Bup Rearick Park at 3400 Ellis Ave NE Canton, OH 44705
- 1.2 **Classification:** The City is seeking an overall price for a unit meeting the provided specifications. The price shall include the delivery and installation of the restroom unit.
- 1.2.1 **Specification Questions:** Questions regarding this bid must be sent in writing via email to randall.dublikar@cantonohio.gov no later than 12:00 noon (local time) on **August 20, 2013**. Responses will be posted as an addendum to this bid on the City's Purchasing website (cantonohio.gov/purchasing/) no later than 12:00 noon on **August 22, 2013**.

2.0 APPLICABLE PUBLICATIONS & STANDARDS

- 2.1 Bidders may be required to provide proof of all manufacturing certifications which they possess or which relate to the production of the proposed unit.
- 2.2 Bidders may be required to provide documentation showing the specifications relating to products used in the manufacturing of the unit. These may include but are not limited to standards issued by the American Society for Testing and Materials, American Concrete Institute, Precast/Prestressed Concrete Institute, American National Standards Institute, etc.
- 2.3 All units bid must be compliant with the American with Disabilities Act (ADA).

3.0 REQUIREMENTS

- 3.1 General Requirements
 - 3.1.1 **Price:** All bidders are requested to provide firm and fixed pricing for the requested unit on page 11.
 - 3.1.2 **Quality:** All bids must meet the minimum specifications listed below. Bidders may be required to provide information regarding the quality of materials used in the construction of the unit (concrete, steel, electrical, plumbing, etc.)

**Bup Rearick Park Restroom Facility
City of Canton Parks Department**

- 3.2 Restroom Unit Specification Requirements: The City is interested in purchasing a CXT Cortez or similar model (see included drawings for more information). Please see below for more detailed specifications.
- 3.2.1 The building must be a double flush toilet building with each toilet room having its own external entry door.
 - 3.2.2 The unit must be ADA compliant with at least a 60'' turning radius inside each individual toilet room.
 - 3.2.3 Each toilet room must include a sink, toilet bowl, toilet paper dispenser, paper towel dispenser, grab bars and interior and exterior entry lights.
 - 3.2.4 The overall unit should be approximately 17' by 10' in overall floor size.
 - 3.2.5 All utilities must meet all local code requirements.
 - 3.2.6 The unit must include an external ADA compliant drinking fountain.
 - 3.2.7 The unit must include a non-sacrificial sealer both inside and out.
 - 3.2.8 The unit must come equipped with a magnetic door locking system.
 - 3.2.9 The unit must be designed to withstand a roof snow load of at least 250 pounds per square foot.
 - 3.2.10 The floor load must be designed to withstand at least 400 pounds per square foot.
 - 3.2.11 The unit must withstand the effects of a 150 mile per hour 3-second wind gust.
 - 3.2.12 The grab bars of each unit must be able to withstand 300 pound top loading.
 - 3.2.13 The toilet paper dispensers must be able to hold at least 3 standard rolls of toilet paper, and the fastening system must be able to withstand at least 300 pound top loading.
 - 3.2.14 The City of Canton agrees to prepare a gravel base if required. If a concrete base is required, this should be included in the quote and supplier agrees to install said concrete base.
- 3.3 Additional Requirements: Supplier shall be responsible for unloading and fully installing the concrete flush toilet building after delivery. The exact location of installation within the park will be coordinated between the City Parks Department and the successful bidder.

**Bup Rearick Park Restroom Facility
City of Canton Parks Department**

4.0 SAMPLING, INSPECTION, AND TEST PROCEDURES

- 4.1 The unit shall undergo a thorough physical inspection by the City. If the unit is damaged, defective, or substandard as determined by the City of Canton a replacement unit shall be supplied at no cost to the City of Canton.

5.0 DELIVERY AND INVOICING

- 5.1 Delivery: FOB Destination, Freight prepaid and allowed.

- 5.2 Delivery shall be to:


Bup Rearick Park
3400 Ellis Ave NE
Canton, OH 44705

- 5.3 Invoice shall show the City's purchase order number, the item number, the quantity, a brief description of the item, the unit price and the total amount. Invoices shall be submitted to the address on the PO.

6.0 NOTES

- 6.1 Warranty: All Containers shall have a minimum twenty (20) year warranty for all concrete components. All non concrete components must have a one (1) year warranty. All warranty information must be provided with the bid.
- 6.2 Proposal Page Instructions: Bidder must include overall price for proposed unit and must state the manufacturer and name/product number of the restroom bid. If requested after the bid, bidder shall also provide drawings and specifications of any proposed unit meeting the above criteria.

SCHEDULED MATERIALS			
ITEM	QTY	ITEM	QTY
BLIND RIVET 1/8x1/4	4		
GRAB BAR	2		
TP DISPENSER	2		
TOILET PAPER ROLL	4-8		
COAT HOOK	2		
DOOR STOP	2		
ONE WAY OVAL BOLT 1/4"	4		
ANCHOR LEAD 6-8x1	4		
CXT I.D. TAG	2		
ANCHOR NAIL 1/4x1	12		
ANCHOR NAIL 3/16x7/8	8		
ANCHOR NAIL 3/16x7/8	8		
CXT I.D. TAG		APPROXIMATE WEIGHT	
CXT I.D. TAG		APPROXIMATE WEIGHT	



Precast Products

PROJECT #12
CORTEZ
CXT STANDARD BUILDING

NOTICE

The information contained herein is proprietary and the use of this information for any other project without the express written consent of CXT is prohibited. Reproduction or distribution of this information is strictly prohibited without the prior written consent of CXT. CXT Incorporated, 12345 Main Street, Suite 100, Dallas, TX 75201. Tel: (214) 555-1234. Fax: (214) 555-5678. E-mail: info@cxt.com. Website: www.cxt.com. CXT Incorporated

REV. DATE

SCALE 1/4"=1'-0" DATE 03-28-05

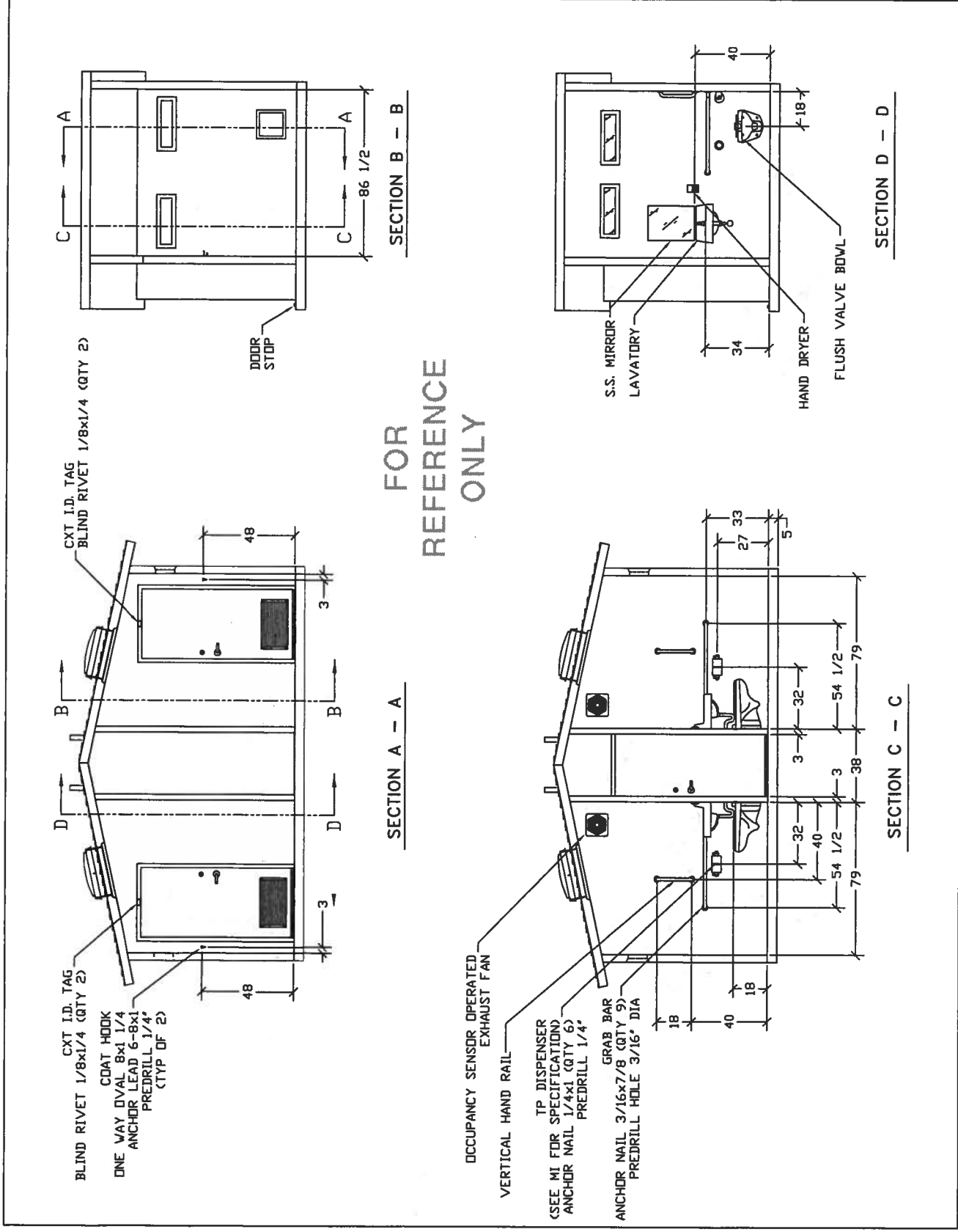
DRAWN FILE NO. PD-CZ03

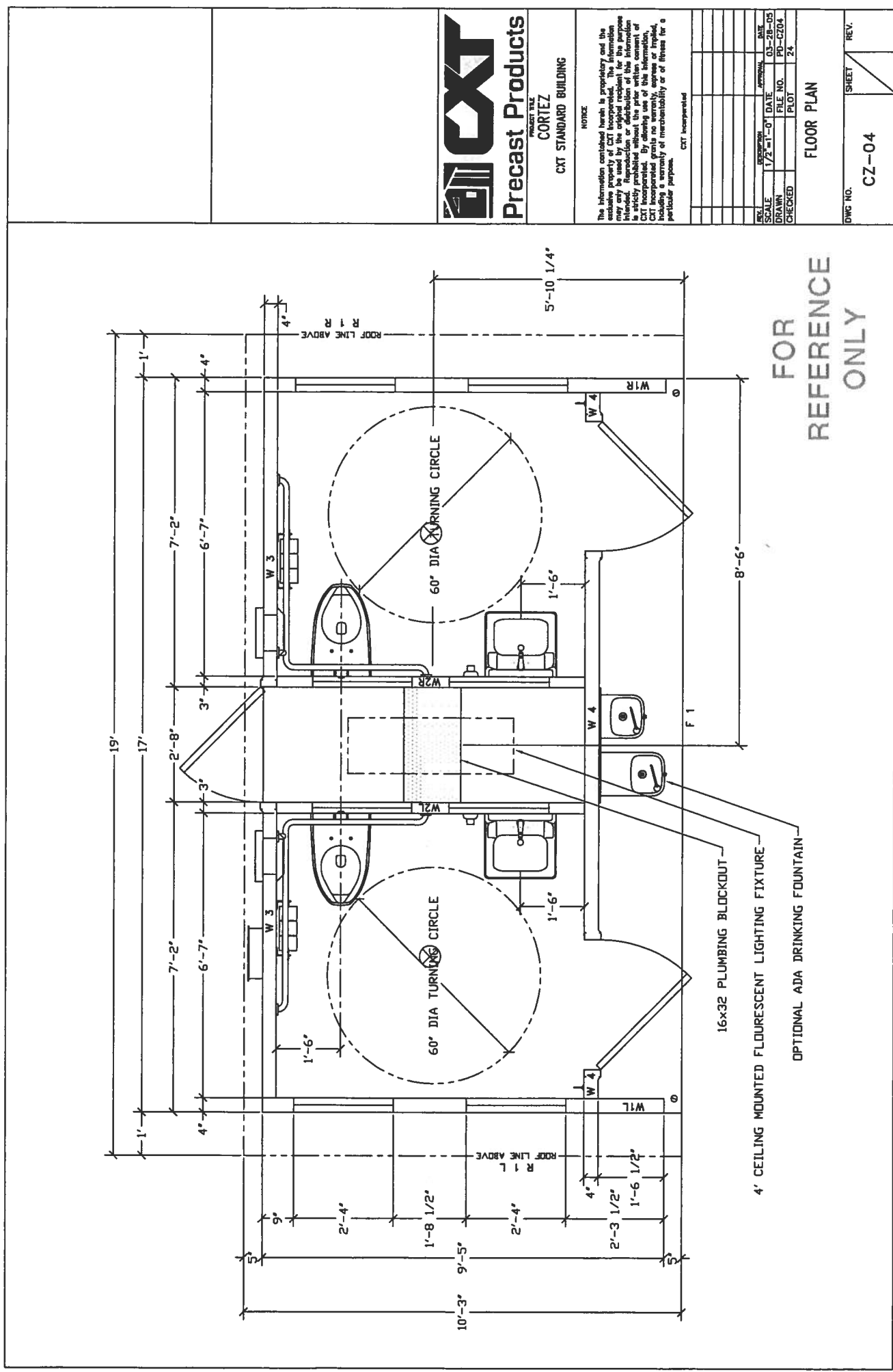
CHECKED PLOT 48

INTERIOR ELEVATIONS

DWG NO. CZ-03

SHEET REV.





FOR
REFERENCE
ONLY



Precast Products

PROJECT TITLE
CORTEZ
CXT STANDARD BUILDING

NOTICE
The information contained herein is proprietary and the use of the same for any other project without the written consent of CXT is strictly prohibited. Reproduction or distribution of this information is strictly prohibited without the prior written consent of CXT. This information is provided for informational purposes only and does not constitute a contract. CXT Incorporated makes no warranty, including a warranty of merchantability or of fitness for a particular purpose.

REV.	DESCRIPTION	DATE	APPROVAL
SCALE	1/2" = 1'-0"	DATE	03-28-05
DRAWN		FILE NO.	PD-CZ04
CHECKED		PLOT	24

FLOOR PLAN

DWG NO.	SHEET	REV.
CZ-04		

**Bup Rearick Park Restroom Facility
City of Canton Parks Department**

BIDDER'S CHECKLIST

A complete bid packet will consist of the items listed below.

Complete this checklist to confirm the items required in your bid. Place a checkmark or "X" next to each item that you are submitting to the City of Canton. Failure to submit the listed documents may be cause for rejection of your bid. This checklist should be returned with your proposal.

- _____ Cover sheet (Page 1)
- _____ Legal Notice/Information (Pages 2-3)
- _____ Specifications (Pages 4-9)
- _____ Checklist (Page 10)
- _____ Proposal Pages (Page 11)
- _____ Bid Check (Certified or Cashiers) or Bid Bond (Page 12)
- _____ Bidder Information/Signature Pages (Pages 13-15)
- _____ Insurance Requirements (if applicable) (Pages 16-17)
- _____ Additional Information and Considerations for Bidders (Pages 17-21)
- _____ EEO Forms (Pages 22-26)

**Bup Rearick Park Restroom Facility
City of Canton Parks Department**

PROPOSAL

We (I), the below signed hereby propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

Item	Description	Qty	Unit Price (In Figures)	Unit Price (In Words)
1	Prefabricated Concrete Flush Toilet Building (in accordance with specs listed in Section 3.2)	1		

Additional Information Needed

1. Please state the exact model of the unit being proposed below:

2. Please provide all specifications, drawings, and warranty information for the proposed unit.
3. If you are submitting a proposal that does not meet all of our listed specifications, please list all exceptions below:

**Bup Rearick Park Restroom Facility
City of Canton Parks Department**

INSERT BID GUARANTY HERE

If a Bid Bond is supplied, the Ohio Statutory Bid Guaranty and Contract Bond, as set forth in ORC 153.571 is to be used.

**Bup Rearick Park Restroom Facility
City of Canton Parks Department**

BIDDER INFORMATION

Bidder Information Page 1 of 3

1. The Bidder shall provide the following information as part of its bid.

- a. Name of Bidder _____
- b. Business Address _____

City State Zip
- c. Business Telephone Number (____) _____
- d. Person, address, email and telephone to whom official notices are to be sent _____

- e. Person, address, email and telephone for further information regarding this proposal _____

- f. State(s) of incorporation (w/dates of incorporation) _____

- g. Principal place of business _____
- h. Working days necessary to complete project _____ days
- i. Federal I.D. Number # _____
- j. Amount of Certified Check, Cashier's Check, Bid Bond \$ _____

**Bup Rearick Park Restroom Facility
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Bidder Information Page 2 of 3

2. Form of Business Organization.

____ Corporation

____ Partnership

____ Other

3. The bidder shall provide the names and addresses of all persons interested as principals (officers, partners, and associates) in this proposal. Write first name in full, and give titles for offices.

_____	_____
_____	_____
_____	_____
_____	_____

All of the above, including the signatory to this bid, are citizens of the United States, except the following. (Provide names and addresses of those not a citizen of the United States.)

_____	_____
_____	_____
_____	_____
_____	_____

4. Name and address of other person, firms or companies interested in this contract.

_____	_____
_____	_____
_____	_____
_____	_____

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Bidder Information Page 3 of 3

The undersigned certifies that the bidder has the facilities, ability and financial resources available for the fulfillment of the contract if such be awarded to said bidder.

Upon request, the bidder will be expected to amplify the foregoing statements as necessary to satisfy the OWNER concerning his ability to successfully perform the work in a satisfactory manner.

Signed this _____ day of _____, 20 _____.

Contractor

By _____
(Signature of individual, partner or officer signing the proposal.)

Please have this page Notarized

**Bup Rearick Park Restroom Facility
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INSURANCE

The following standard indemnity agreement and minimum insurance requirements are incorporated in the Specifications for all work performed by the Contractor for the Owner, its affiliated and associated organizations or subsidiaries, hereinafter referred to as Owner.

- I. The Contractor agrees to indemnify and save the Owner harmless from and against any and all costs, loss and expense, liability damages, or claims for damages, including cost for defending any action, on account of any injury to persons (including death) or damage to or destruction of property of the Owner, arising or resulting from the work provided for or performed, or from any act, omission, or negligence of the Contractor, Subcontractor and his or their agents or employees. The foregoing provisions shall in no way be deemed released, waived or modified in any respect by reason of any insurance or surety provided by the Contractor.
- II. The Contractor shall maintain liability insurance and furnish the Service Director with Certificates of Insurance as evidence thereof in the prescribed form. If any work provided for or to be performed under any Specifications is sublet (as otherwise permitted by the terms of such Specifications), the Contractor shall require the sub-contractors to maintain and furnish him with satisfactory evidence of Workmen's Compensation, Employer's Liability and such other forms and amounts of insurance which Contractor deems reasonably adequate.
- III. In accordance with Item II, the Contractor shall maintain the following insurance:
 1. Workmen's Compensation and Employer's Liability Insurance affording,
 - a. Protection under the Workmen's Compensation Law in the State of Ohio.
 - b. Employer's Liability protection subject to a minimum limit of \$100,000.00.
 2. General Liability Insurance in amounts not less than:

a. General Aggregate Limit	\$2,000,000.00
b. Personal and Advertising Injury Limit	\$1,000,000.00
c. Each Occurrence Limit	\$1,000,000.00
d. Fire Damage	\$ 50,000.00
e. Medical Expense Limit	\$ 5,000.00

This insurance shall:

- a. include coverage for the liability assumed by Contractor under Item I (Indemnity);
- b. and the Certificates of Insurance furnished by the Contractor shall show by specific reference that each of the foregoing items have been provided for.

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3. Comprehensive Automobile Liability Insurance in the following minimum amounts:
 - a. Bodily Injury and Property Damage
any one accident or loss: \$1,000,000.00

Further, the policy required under this section shall NAME THE CITY OF CANTON “AS AN ADDITIONALLY NAMED INSURED” and shall contain an endorsement by the insurance carrier providing ten (10) days notice to both the City and insured in the event of any change in coverage under the policy. No less than ten (10) days advance notice of cancellation of the insurance policy shall be given to the City by the insurer. A copy of the foregoing policy shall be filed with the Director of Public Service.

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ADDITIONAL INFORMATION AND CONSIDERATIONS

PLEASE READ CAREFULLY

PLEASE BE ADVISED THAT BY SUBMITTING YOUR BID(S) TO THE CITY OF CANTON, THE CITY WILL ASSUME THAT AN AUTHORIZED REPRESENTATIVE OF YOUR COMPANY REVIEWED SAID BID(S) TO ASSURE THAT THE BID(S) IS/ARE CORRECT AND/OR ACCURATE.

ANY BIDDER MAY WITHDRAW THE BID(S), BY WRITTEN REQUEST, AT ANY TIME PRIOR TO THE HOUR SET FOR THE BID OPENING.

IF THERE IS NO WITHDRAWAL OF THE BID(S), IN ACCORDANCE WITH THE ABOVE PROCEDURE, THE CITY RESERVES THE RIGHT TO ENFORCE SAID BID PRICE(S) AND/OR CONTRACT.

ALTERNATE OR OPTIONAL BIDS

IF YOU SUBMIT AN ALTERNATE OR OPTIONAL BID THAT MEETS OR EXCEEDS SPECIFICATIONS, SAID BID WILL BE CONSIDERED IN THE EVALUATION AND/OR AWARD. HOWEVER, REMEMBER THAT THE BOARD OF CONTROL RESERVES THE RIGHT TO AWARD THAT BID WHICH IS IN THE BEST INTEREST OF THE CITY.

ARTICLES OF INCORPORATION

UNLESS THE BIDDER SUBMITS, WITH ITS BID, THE "ARTICLES OF INCORPOARTION" SHOWING EXACTLY WHAT NAME YOU ARE INCORPORATED UNDER, CANTON MAY REQUEST THE BIDDER PROVIDE THIS INFORMATION.

THE ARTICLES OF INCORPORATION ARE THE DOCUMENTS FILED WITH THE STATE (OHIO OR OTHERWISE) CREATING THE CORPORATE ENTITY.

SUPPLEMENTARY GENERAL CONDITIONS

CANTON INCOME TAX

Each bidder, by the act of submitting its bid agrees to withhold all City Income Taxes due Or payable under Chapter 181 of the Codified Ordinances of the City of Canton for wages, salaries, fees and commissions paid to its employees and further agrees that any of its subcontractors shall be required to agree to withhold any such City Income Taxes due for service performed under this contract.

Furthermore, any person, firm, or agency that has a contract, or agreement with the City shall be subject to the City Income Tax whether the work being done is in the City or out of the City. In addition to the tax withheld for employees, the net profit on the contract shall be subject to City Income Tax.

Questions regarding this matter shall be directed to the City of Canton, Income Tax Department at 330-430-7900.

CITY OF CANTON CODIFIED ORDINANCES

Bidders shall take notice that they are to comply with the Codified Ordinances of the City of Canton, including but not limited, to the following:

1. Section 105.03 – U.S. STEEL USAGE REQUIRED; EXCEPTION

All City contracts shall stipulate or provide that all steel necessary in the construction of any work performed under such contracts shall be steel that is produced in the United States unless a specific product which is required is not produced by manufacturers in the United States in which event this prohibition does not apply. This section shall apply to only contracts awarded by the Board of Control of the City. (Ord. 224-77. Passed 6-27-77.)

2. Section 105.05 – MATERIALS TO BE PURCHASED LOCALLY

In all future contracts for the construction of buildings, structures, or other improvements under the Capital Improvement Budget, the following clause shall be printed or typewritten on each contract:

It is the desire of the City of Canton that all materials used in the construction covered by this contract shall be purchased in the Canton area except such materials which are unavailable in the Canton area. (Res. 49-77. Passed 2-7-77.)

3. Section 105.06 – MINORITY CONTRACT PROVISION

a. All contracts with the City shall include the following clause:

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The bidder agrees to expend at least \$_____ of the Contract in the event the contract is awarded to such bidder for minority/women's business enterprises. For purposes of this pledge, the term "minority/women's business enterprise" means a bona fide business established as a sole proprietorship, partnership or corporation owned, operated and controlled by one or more minority persons or women who have at least fifty-one percent (51%) ownership. "Minority" includes African Americans, Asian/Pacific Islanders, Hispanic/Latino Americans and Native American Indians. The minority or woman must have operational and managerial control, interest in capital, and earnings commensurate with the percentage of ownership. Minority/women's business enterprises may be employed as construction contractors, subcontractors, vendors or suppliers.

(Ord.185-2011. Passed

10-31-11.)

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PLEASE FILL OUT THIS FORM AND RETURN PROMPTLY TO THE ADDRESS BELOW

BIDDER AND CONTRACTOR EMPLOYMENT PRACTICES REPORT

Minority Coordinator
218 Cleveland Avenue SW
Canton, Ohio 44702

I. INSTRUCTIONS

- A. **EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENT:** This form is designed to provide an evaluation of your policies and practices relating to the extension of equal employment opportunity to all persons without regard to race, religion, color, sex or national origin.

Ordinance No. 179-74 of the City of Canton and the rules and regulations pursuant thereto provide for a contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements, and permits.

- B. **CONTRACTOR AND BIDDER PERFORMANCE:** Completion of this Contractor and Bidder Employment Practices Report is one of the steps which demonstrates compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the Program by the contractor and his subcontractors rests with the contractor or subcontractor. Such demonstration is a prerequisite for continued eligibility for bidding on city contracts, or for continuing in contract with the City.

II. CONTRACTOR AND BIDDER INFORMATION

1. REPORTING STATUS			
<input type="checkbox"/> a. Prime Contractor	<input type="checkbox"/> b. Prime Subcontractor	<input type="checkbox"/> c. Supplier	<input type="checkbox"/> d. Other (Specify)
2. NAME, ADDRESS AND TELEPHONE NUMBER OF BIDDER COVERED BY THIS REPORT			
3. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICIAL OR MANAGER OF BIDDER			
4. NAME, ADDRESS AND TELEPHONE NUMBER OF PRINCIPAL OFFICE OF BIDDER			
5. CONTRACTING CITY AGENCY (OR AGENCIES)			
6. SIGNATURE AND TITLE OF AUTHORIZED EQUAL EMPLOYMENT OPPORTUNITY REPRESENTATIVE DATE			

EVALUATION (level blank)

☐ Compliance

☐ Non-Compliance

☐ Follow-up _____

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III. POLICIES AND PRACTICES

The bidder and the Contractor will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Canton by encircling the appropriate or applicable letter to the left of each item below. The letters are to be interpreted as follows:

- A - This is now a practice of the Company.
- B - The Company will adopt this policy.
- C - The Company cannot or will not adopt this policy. (If "C" is circled, state reason. Use separate sheet if additional space is needed.)

It is understood that the Company's willingness to participate in the Equal Employment Opportunity Program will be evaluated by the Office of Directors of Contract Compliance. This evaluation will directly influence our decision on the qualifications of each bidder and contractor, and is an integral part of your bid.

CIRCLE ONE	ITEMS	STATE REASON IF (C) IS CIRCLED
A B C	1. The Company will adopt a policy of non-discrimination on the basis of race, religion, color, sex, or national origin with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment.	
A B C	2. The Company will develop procedures which will assure that this policy is understood and carried out by managerial, administrative, supervisory personnel.	
A B C	3. The Company will state its non-discriminatory policy in writing and communicate it to the following: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> a. All employees b. All recruitment sources c. All subcontractors </div> <div style="width: 45%;"> d. All relevant employee organizations including labor unions </div> </div>	
A B C	4. The Company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis.	
A B C	5. The Company will participate in training programs for the benefit of employees or prospective employees, according to the intent of City Ordinance Number 179-74.	
A B C	6. Company recruiters will seek a broad recruitment base in order that a representative cross-section of applications might be obtained, and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel.	
A B C	7. The Company will take steps to integrate any position, departments, or plant locations which have no minority persons including African Americans or are almost completely staffed with one particular ethnic or racial group.	
A B C	8. The Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> a. education b. experience </div> <div style="width: 45%;"> c. tests d. arrest records </div> </div>	
A B C	9. Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company.	
A B C	10. The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity.	

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IV. EMPLOYMENT DATA

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or local law. All specified data are required to be filled in by law.

JOB CATEGORIES	ALL EMPLOYEES			MINORITY GROUP EMPLOYEES							
	TOTAL MALE & FEMALE	MALE	FEMALE	MALE				FEMALE			
				African American	Asian American	Native American	Hispanic	African American	Asian American	Native American	Hispanic
Officials, Mgrs and Supervisors											
Professionals											
Technicians											
Part-Time Seasonal											
Office and Clerical											
Craftsmen (Skilled)											
Operatives (Semi-skilled)											
Laborers (Unskilled)											
Service Workers											
TOTAL											
Total employment from previous report (if any)											

REMARKS Use this space to give any identification data appearing on last report which differs from that given above, explain major changes in employment, changes in composition of reporting units, and other pertinent information.

The undersigned certifies that he is legally authorized by the bidder to make the statements and representations contained in this report. That he has read all of the foregoing statements and representations and that they are true and correct to the best of his knowledge and belief. The undersigned, understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated intentions or objectives, set forth herein, without prior notice to the Office of Contract Compliance, the bidder will be subject to the loss of all future awards.

FIRM OR CORPORATE NAME _____

DATE OF SIGNING _____

SIGNATURE _____

TITLE _____

SIGNATURE _____

TITLE _____

Bup Rearick Park Restroom Facility
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V. ADDITIONAL INFORMATION (OPTIONAL)

Describe any other actions taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, or national origin. Use separate sheet if additional space is required.

DESCRIPTION OF OCCUPATIONAL CATEGORIES

Officials, managers and supervisors - Occupations requiring administrative personnel who set broad policies, exercise over-all responsibility for execution of these policies, and direct individual departments or special phases of a firm's operations. Includes officials, executives, middle management, plant managers, department managers and superintendents, salaried foremen who are members of management, purchasing agents and buyers, and kindred workers.

Professionals - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, physicians, social scientists, teachers, and kindred workers.

Technicians - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes draftsmen, engineering aids, junior engineers, mathematical aids, nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians, (medical, dental, electronic physical sciences), and kindred workers.

Sales workers - Occupations engaging wholly or primarily in direct selling. Includes advertising agents and salesmen, insurance agents and brokers, stock and bond salesmen, demonstrators, salesmen and sales clerks and kindred workers.

Office and clerical - Includes all clerical type work regardless of level of difficulty, where the activities are predominantly nonmanual though some manual work not directly involved with altering or transporting the products is included. Includes bookkeepers, cashiers, collectors (bills and accounts), messengers and office boys, office machine operators, shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, and kindred workers.

Craftsmen (Skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgement and usually receive an extensive period of training. Includes the building trades hourly paid foremen and leadmen who are not members of management, mechanics and repairmen, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, and kindred workers.

Operatives - (Semi-Skilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training.

Laborers (Unskilled) - Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require no independent judgement. Includes garage laborers, car washers and greasers, gardeners (except farm) and groundskeepers, longshoremen and stevedores, lumbermen, raftsmen and wood choppers, laborers performing lifting, digging, mixing, loading, and pulling operations, and kindred workers.

Service workers - Workers in both protective and nonprotective service occupations. Includes attendants (hospital and other institution, professional and personal service), barbers, charwomen and cleaners, cooks (except household), counter and fountain workers, elevator operators, firemen and fire protection, guards, watchmen, and doorkeepers, stewards, janitors, policemen and detectives, porters, waiters and waitresses, and kindred workers.

Apprentices - Persons employed in a program including work training and related instruction to learn a trade or craft which is traditionally considered an apprenticeship, regardless of whether the program is registered with federal or State agency.

**Bup Rearick Park Restroom Facility
City of Canton Parks Department**

POLICY STATEMENT

THE CITY OF CANTON, OHIO IN CONFORMANCE WITH LOCAL, STATE, AND FEDERAL REGULATIONS REQUIRE EACH EMPLOYER, CONTRACTOR, AND MATERIAL SUPPLIERS WORKING CITY PROJECTS TO BE SIGNATURES OF THE FOLLOWING STATEMENTS:

1. IT IS THE POLICY OF _____ THAT EQUAL EMPLOYMENT OPPORTUNITY BE AFORDED TO ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, RELIGION, SEX OR NATIONAL ORIGIN.
2. IN SUPPORT OF THIS DOCUMENT _____ WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT BECAUSE OF RACE, RELIGION, COLOR, SEX OR NATIONAL ORIGIN.
3. THE _____ WILL TAKE AFFIRMATIVE ACTION TO INSURE THAT APPLICANTS ARE EMPLOYED AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT WITHOUT REGARD TO THEIR RACE, RELIGION, COLOR SEX OR NATIONAL ORIGIN. SUCH ACTION WILL INCLUDE BUT NOT BE LIMITED TO:
RECRUITMENT, ADVERTISING OR SOLICITATION FOR EMPLOYMENT, HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION, SELECTION FOR TRAINING INCLUDING APPRENTICESHIP RATES OF PAY OR OTHER FORMS OF COMPENSATION, LAYOFFS OR TERMINATION.
4. THE OF _____ WILL MAKE EVERY EFFORT TO COMPLY WITH MINORITY UTILIZATION GOALS AS FOLLOWS: (9%) NINE PERCENT MINORITIES IN WORKFORCE ON THIS JOB, (6.9%) SIX POINT NINE PERCENT FEMALE UTILIZATION ON THIS JOB, (10%) TEN PERCENT OF CONTRACT AMOUNT EXPENDED WITH MINORITY BUSINESS ENTERPRISES.
5. THE OF _____ SHALL REQUIRE EACH SUB-CONTRACTOR WE HIRE ON THIS PROJECT TO ADHERE TO, SIGN, AND RETURN THIS STATEMENT TO THE CITY.

(Date)

(Name of Company)

(Signature and Title of Company Officer)